



USAID | NIGERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062021R10026

ISSUANCE DATE: July 15, 2021

CLOSING DATE/TIME: August 5, 2021

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) – USAID Project Management Specialist (Integrated/Cross-cutting Governance).

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Janine Scott
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72062021R10026
- 2. ISSUANCE DATE:** July 15, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** August 5, 2021; 4:30pm Nigerian Time.
- 4. POINT OF CONTACT:** EXO/HR, e-mail at abujahr@usaid.gov.
- 5. POSITION TITLE:** USAID Project Management Specialist (Integrated/Cross-cutting Governance)
- 6. MARKET VALUE:** N12,772,559 to N19,256,113 equivalent to **FSN-10; 40 Hours per week** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective August 30, 2020). Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a October 2021.
- 8. PLACE OF PERFORMANCE:** Abuja, Nigeria.
- 9. ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerians Only).
- 10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

11. STATEMENT OF DUTIES**12. General Statement of Purpose of the Contract**

The USAID Project Management Specialist (Integrated/Cross-Cutting Governance) provides technical, managerial, reporting, and administrative expertise to the Peace and Democracy Governance (PDG) Office on the full scope of its democracy and governance portfolio, but particularly, on cross-cutting programming with other USAID/Nigeria technical offices. This cross-cutting work includes interventions within the PDG Office that relate to improving governance outcomes within the Mission's other technical offices: health, education, humanitarian assistance and economic growth. S/he serves as an AOR/COR within the PDG Office on integrated/cross-cutting governance programs or other PDG programs as assigned. The job holder is required to perform work-related travel.

1. **Statement of Duties to be Performed:**

a. Program/Project Management and Performance Monitoring – 55%

- Serve as Contract Officer's Representative (COR)/Agreement Officer's Representative (AOR) on PDG implementing mechanisms.
- As COR/AOR, prepare documentation for PDG contracts, grants or cooperative agreements in accordance with agency and office guidelines.
- Support management of assigned subnational governance and other cross-cutting activities, including oversight of implementing partners and collecting and monitoring program performance data.
- Develop, monitor, evaluate, and recommend performance measures for existing activities and projects, including the work of contractors and grantees.
- Ensure completion of project administration for assigned PDG activities, including budgeting and contractual needs and maintaining award files and records.
- Undertake and document activity monitoring site visits in locations spread out across the country and garner ways to improve program performance from those visits.
- Prepare standard Embassy and/or USAID program management documents, correspondence, and procurement documents, and maintain administrative and program files related to conflict.
- Assist PDG staff members in the planning, design, and development of retreats and other meetings as relates to new cross-cutting activities.

b. Technical Support for Cross-Cutting Initiatives – 30%

- Liaises with other Mission offices to ensure synergies between PDG's democracy and governance strategies and activities and those of other sectors.
- Reviews other Mission offices' activities to find opportunities to integrate good governance principles into program activities and provides guidance and support assistance to them to do so.
- Respond to requests for information regarding PDG programs from within and outside of USAID in collaboration with relevant offices on USG programs.
- Schedule meetings with relevant implementing partners, government officials, foreign donor representatives, non-government organizations, media groups, community representatives, U.S. Embassy staff and/or other stakeholders to discuss cross-cutting governance issues.
- Participate in and organize field trips, conferences, and seminars to ensure maximum exposure of stakeholders and decision makers to emerging trends and various points of view related to integrated/cross-cutting governance issues.
- Review proposals and grant concepts from a variety of organizations.

c. Communication and Sociopolitical Analysis – 15%

- Monitor, analyze, and report on relevant aspects of Government of Nigeria (GON) policy, law, regulation, and relevant issues, especially those related to cross-cutting governance objectives.
- Provide insight into the Nigerian political, social, economic, and cultural environment and summarize information and conclusions in written and oral form for presentation to senior USG, other donors, decision makers, and for incorporation into Mission program documents.
- Maintains a range of contacts with senior officials of the GON, international organizations, multilateral and bilateral donors, civil society organizations, the private sector, university and other

“think tank” research institutes, and professional associations, as is required to make use of and project USAID influence with these organizations, especially relating to cross-cutting governance issues.

- Represents USAID, in coordination with senior Mission management and the Embassy, at official meetings, workshops and seminars organized by government, donors and non-governmental organizations on good governance related matters and reports back to USAID on the discussions. May be responsible for presenting USAID policy positions and activities at such meetings, in consultation with senior Mission management
2. **Supervisory Relationship:** The specialist is supervised by the Deputy Team Lead or his/her designee.
 3. **Supervisory Controls:** Supervision is not anticipated.

13. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of Bachelor’s degree in a relevant field such as urban/rural/community development, public administration, public policy, law, political science, economics, journalism, communications, or other related social science field is required
- b. **Prior Work Experience:** Minimum of three years of progressively responsible managerial and/or project management experience. This must include at least three years’ experience working on good governance initiatives in two or more of the following areas: public administration and accountability; civil society strengthening and engagement; multi-stakeholder collective action for improved public service delivery; legal, regulatory, and policy frameworks; local governance and service delivery; elections and legislative processes; gender and social inclusion, youth, and/or other related good governance area is required.
- c. **Language Proficiency:** Level IV (fluency) speaking and writing skills in English are required.
- d. **Job Knowledge:** Thorough knowledge of the theory and practice of good governance programs, tools and analysis methods for the Nigerian context is required. S/he must also understand the root causes and various drivers of poor service delivery in Nigeria
- e. **Skills and Abilities:** Demonstrable skills in prudent decision-making, project management and implementation oversight of local governance and service delivery in Nigeria. Strong organizational skills, ability to work independently with little supervision and to transfer technical knowledge about the provision/delivery of basic services in Nigeria into project designs, reports, and policy papers. Ability to communicate PDG recommendations to other sectors for improved programming and to work in a team environment across USAID and other agencies. Ability to manage large, complex development assistance projects and to work effectively under pressure. Ability to develop and maintain high level contacts with GON, civil society, and other donors. Strong computer skills with Microsoft Office applications and the Google suite of office tools are required.

EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

EVALUATION FACTORS

Applicants who clearly meet the minimum Education, Experience and basic eligibility requirements will be further evaluated based on scoring of the Evaluation Factors listed below. The highest-ranking applicants may be selected for an interview.

FACTOR #1: Knowledge (As stated above) – 10 points.

FACTOR #2: Skills and Abilities (As stated above) – 10 points.

FACTOR #3: Communication and Language Skills (As stated above) – 10 points.

Interview Performance: 70 points

Total Possible Points: 100 points

SELECTION PROCESS

- (1) After the closing date for the receipt of applications, applications will initially be screened for conformity with the minimum requirements and a short list of applicants developed.
- (2) Following this initial review and short listing, a Technical Evaluation Committee (TEC) will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates which do not meet the minimum requirements will not be evaluated. As part of the selection process, finalist candidates will be interviewed. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.
- (3) USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.
- (4) Applicants are required to provide three (3) reference persons who are not family members or relatives, with working telephones and email contacts. The references must be able to provide substantive information about applicant's past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the resume.

III. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form AID 309-2. (Offeror Information for Personal Services Contracts with Individuals); or a current resume that provides the same information as AID 309-2 form.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submission must clearly reference the Solicitation number on all offeror submitted documents.
4. All documentation that supports or addresses the requirements listed above (e.g., certificates of education (degree), NYSC certificate/exemption etc.) **MUST** be attached to the application.
5. A type-written and signed application letter specifically applying for this position and addressing the minimum requirements as advertised.

IV. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. RSO Security Questionnaire
3. BI Guide Questionnaire
4. THOR Enrollment Intake Form

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
2. ALLOWANCES (as applicable):
 - a. Transportation Allowance
 - b. Meal Allowance
 - c. Miscellaneous Allowance
 - d. Housing Allowance

VI. TAXES

The Mission emphasize to its employees of the fact that they are obliged to observe Nigerian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Nigerian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

| ITEM NO (A) | SUPPLIES/SERVICES (DESCRIPTION) (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|----------------|--|-----------------|-------------|-------------------|---|
| 0001 | Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: CCNPSC - Product Service Code: R497 - Accounting Info: SC/620-MAARD-0011-3-21004/DV/17/18/620-M/1130007/1210601/72-17/181021 | 1 | LOT | \$ _TBD_ | \$ _TBD_ at Award after negotiations with Contractor_ |

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.
5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.